

**DUTY STATEMENT
DEPARTMENT OF STATE HOSPITALS – COALINGA**

**CLASSIFICATION:
LABORATORY ASSISTANT**

Approved by Medical Director (A) – Michael Barsom
Signature: 

Date Approved: 02/15/22

1. **MAJOR TASKS, DUTIES AND RESPONSIBILITIES:** Under supervision of the Supervising Clinical Laboratory Technologist (Safety), assist and support overall laboratory operations. Perform assigned laboratory procedures in processing or preparing laboratory specimens, materials, and supplies.
 - 40% Label specimens accurately and completely. Prepare specimens for in-house analysis or for transport to external reference laboratories, including labeling, accessioning, centrifugation, separation of serum/plasma, and documentation procedures. Clarify unclear orders prior to processing. Verify appropriate reference laboratories to be used and proper specimen requirements prior to processing. Complete appropriate paperwork accurately and legibly. Prepare and store correct specimens under appropriate conditions. Make any arrangements necessary for special handling. Perform technical duties, as requested, and as permitted by the California State Department of Health, Laboratory Field Services.
 - 40% Timestamp, record, staple, and distribute copies. Process and distribute completed departmental reports. Accurately process incoming requisitions from patient units, reference laboratory reports, and distribute copies. Sort and file laboratory copies of completed reports and maintain files on a current basis. Process Movement Sheets, using information to purge files of reports from patients transferred or discharged. Assist supervisor with the preparation of monthly reports. Maintain the Daily Unit Activity report on a current basis. Maintain reference laboratory supplies. Work directly with reference laboratory staff to resolve problems. Escort visitors, as requested. Pick up and deliver departmental mail daily. Reconcile reference laboratory invoices against Master Accession Log and fee schedules for appropriate fees and services.
 - 20% Keep work area neat and orderly. Clean and/or disinfect work surfaces, and wash reusable glassware, as necessary. Observe all safety and infection control policies, procedures, and guidelines. Select and utilize appropriate personal protective equipment. Participate in chemical and/or biological spill clean-up procedures, as necessary. Utilize appropriate safety devices when handling blood samples.

2. **SUPERVISING RECEIVED:**
Supervising Clinical Laboratory Technologist

3. **SUPERVISION EXERCISED:**
None

4. **KNOWLEDGE AND ABILITIES:**

KNOWLEDGE OF: None

ABILITY TO: Read and write English at a level required for successful job performance; clean and care for laboratory equipment; learn elementary laboratory methods and procedures; follow directions; work efficiently and effectively in a group.

5. **REQUIRED COMPETENCIES:**

ANNUAL HEALTH REVIEW: All employees are required to have an annual health review and TB test or whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

INFECTION CONTROL: Apply knowledge of correct methods of controlling the spread of pathogens appropriate to job class and assignment.

HEALTH AND SAFETY: Activity support a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safe or security hazards.

CPR: Maintain current certification if applicable

THERAPEUTIC STRATEGY INTERVENTION (TSI): Support safe working environment; practice the strategies and interventions that promote a therapeutic milieu; apply and demonstrate knowledge of correct methods in the management of assaultive behavior.

CULTURAL AWARENESS: Demonstrate awareness to multicultural issues in the work place that enable the employee to work more effectively.

RELATIONSHIP SECURITY: Demonstrate professional interactions with patients and maintain therapeutic boundaries. Maintain relationship security in the work area; take effective action and monitors, per policy, any suspected employee/patient boundary violations.

PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION: Maintain and safeguard the privacy and security of patients' protected Health Information and other individually identifiable health information; whether paper, electronic, or verbal form in compliance with HIPAA and all other applicable privacy laws.

SITE SPECIFIC COMPETENCIES: None

TECHNICIAN PROFICIENCY (SITE SPECIFIC): Maintain ability to utilize a computer to perform miscellaneous word processing and data entry and Internet Informational searches.

6. **LICENSE OR CERTIFICATION:** It is the employee's responsibility to maintain a license, credential, or required registration pertinent to their classification on a current basis. Any failure to do so may result in termination from Civil Services.

7. **TRAINING:**

Training Category – 3 – Training Procedure No. 03-11.

The employee is required to keep current with the completion of all required training.

8. **WORKING CONDITIONS:**

ADMINISTRATIVE DIRECTIVE AD-146:

Each employee shall be fully acquainted with the rules and regulations of the Department of State Hospitals (DSH) and of the hospital.

EMPLOYEE IS REQUIRED TO:

1. Report to work on time and following procedures for reporting absences.
2. Maintain professional appearance.
3. Appropriately maintain cooperative, professional, and effective interactions with employees, patient/client and the public.
4. The work entails routinely encountering clients and interacting with staff throughout the facility, thus sensitivity and tolerant even temperament is required.
5. The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital.

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437- 435-7884-XXX

Approval Date: 2/2/2022

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Employee Signature

Print Name

Date

Supervisor Signature

Print Name

Date